OUR SUBMITTAL PROCESS STARTS WITH A PRE-APPLICATION MEETING.

TO SCHEDULE A PRE-APP FOR THE FOLLOWING SUBMITTAL TYPES REZONING, DEVELOPMENT PLAN, LAND USE AMENDMENT, PRELIMINARY PLAT OR SITE PLAT: (FINAL PLATS NO LONGER REQUIRE PRE-APP)

- LOGIN TO THE IDT SYSTEM HTTP://FRANKLIN.CONTRACTORSPLANROOM.ORG/SECURE/
  - o IF YOU DO NOT HAVE AN ACCOUNT →REGISTER (ORANGE LINK IN CENTER OF WEBPAGE) OR SIGN UP (ORANGE LINK IN UPPER RIGHT CORNER OF WEBPAGE)
  - o IF YOU DO HAVE AN ACCOUNT →SIGN IN
  - o Choose one of the first six submittal types.
  - o The Applicant is presented with the PreAppCon checklist.
  - o Upload the submittal documents required by the checklist.
  - o Confirm that your submittal process is complete.
  - o The Applicant receives an email when staff "Declines or Accepts" the request.
  - o Co-Leaders have 2 days to do a completeness review and decide whether a Pre-App is needed for the submittal. If a Pre-App is needed the Planner will schedule.
  - o Staff enters results/notes/requirements that are discussed at the pre-app into the IDT "open issues" feature. Once comment entry is complete, the applicant will be notified and will be able to view the staff comments in IDT.
  - o When the Applicant is ready to submit for FMPC/Admin review, the Applicant revisits "My Submittals" and elects to continue the submittal process by selecting "Resubmit".

>>>THINGS TO KEEP IN MIND<<<

→ YOU WILL RECEIVE E-MAILS AT EVERY STAGE OF REVIEW FOR YOUR ITEM FROM "CONTRACTORS PLAN ROOM" [INFO@CONTRACTORSPLANROOM.COM] –PLEASE ADD THIS TO YOUR "SAFE EMAIL ADDRESS LIST"

→ IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK "SUPPORT" ON THE TOP OR BOTTOM MENU AND THEN CLICK THE "LIVE CHAT ONLINE" BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR SUSAN COLEMAN (susan.coleman@franklintn.gov)